

DOWNEY UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
11627 Brookshire Avenue  
Downey, CA 90241

AGENDA #8

Regular Meeting  
Grace E. Horney Board Room  
of the Gallegos Administration Center

4:00 p.m.  
February 25, 2026

ADDENDUM  
PAGE NO.

I. GENERAL COMMISSION FUNCTIONS

1. Call to order - Dianne Lumsdaine.
2. The Renewal of the Pledge of Allegiance to the Flag of the United States of America to be led by John Kennedy.
3. Roll.
4. **APPROVE** Minutes of the Regular Meeting of January 21, 2026. 1-4
5. **RECEIVE** correspondence and refer it to the proper order of Business or to the Director, Classified Human Resources for processing.
6. **HEAR** oral communications from members of the Personnel Commission and Director, Classified Human Resources.
7. **HEAR** the public on items not appearing elsewhere on the agenda.

II. CONSENT AGENDA

1. **RATIFY** certification of Intermediate Clerical Assistant list established December 23, 2025. 5
2. **RATIFY** certification of Facilities Construction Coordinator list established January 5, 2026. 6
3. **RATIFY** certification of Senior Instructional Assistant – Behavior list established January 5, 2026. 7
4. **RATIFY** certification of Student/Support Services Technician list established January 8, 2026. 8
5. **RATIFY** certification of Food Service Assistant II list established January 30, 2026. 9
6. **RATIFY** certification of Assistant Director, Facilities Planning and Development list established February 9, 2026. 10

Pursuant to Government Code §54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Personnel Commission may be obtained from the Classified Human Resources office, 11627 Brookshire Avenue, Downey, CA 90241.

Persons requiring accommodation in order to view the agenda or participate in the meeting, may make the request for accommodation to the Director, Classified Human Resources at (562) 469-6641 at least 24 hours in advance of the meeting. [Government Code §54954.2(a)(1)]

- 7. **RATIFY** the classification of four (4) Campus Security Assistant positions established by the Board of Education, assigned to Downey High School, effective February 11, 2026. 11
- 8. **RATIFY** the classification of two (2) Campus Security Assistant positions established by the Board of Education, assigned to Warren High School, effective February 11, 2026. 12
- 9. **RATIFY** the classification of one (1) Early Learning Instructor - Bilingual & Biliterate position established by the Board of Education, assigned to Pace Education Center, effective February 11, 2026. 13
- 10. **RATIFY** the classification of one (1) Instructional Assistant - Esthetician position established by the Board of Education, assigned to Downey Adult School, effective February 11, 2026. 14
- 11. **RATIFY** the classification of one (1) Intermediate Clerical Assistant position established by the Board of Education, assigned to Gallatin Elementary School, effective February 11, 2026. 15

III. OLD BUSINESS

IV. NEW BUSINESS

- 1. **APPROVE** the proposed new classification of Instructional Assistant - Esthetician, as attached, and placement of the classification set at Range 95 (\$21.04 - \$25.558 per hour) on the Classified Salary Schedule, effective February 11, 2026. 16-19
- 2. **APPROVE** the proposed reclassification of Amalia Gonzalez, Maria R. Lopez, Tiffany Ann Pettus, Quintana Rose Sigler, and Alejandro Valencia Diaz position from Intermediate Clerical Assistant to Senior Clerical, effective March 1, 2026. 20-21

V. NEXT REGULAR MEETING

March 18, 2026, at 4:00 p.m. in the Grace E. Horney Board Room, at the Gallegos Administration Center, 11627 Brookshire Ave., Downey, CA 90241.

VI. CLOSED SESSION

1. Potential Litigation

Pursuant to Government Code §54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Personnel Commission may be obtained from the Classified Human Resources office, 11627 Brookshire Avenue, Downey, CA 90241.

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2. Classified Employee Discipline/Dismissal/Release
3. Public Employee Performance Evaluation, Title: Director, Classified Human Resources, in accordance with provisions of the Government Code Section §54957.

VII. ADJOURNMENT

Pursuant to Government Code §54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Personnel Commission may be obtained from the Classified Human Resources office, 11627 Brookshire Avenue, Downey, CA 90241.

Persons requiring accommodation in order to view the agenda or participate in the meeting, may make the request for accommodation to the Director, Classified Human Resources at (562) 469-6641 at least 24 hours in advance of the meeting. [Government Code §54954.2(a)(1)]

DOWNEY UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
11627 Brookshire Avenue  
Downey, CA 90241

MINUTES  
Regular Meeting

January 21, 2026

The Regular Meeting of the Personnel Commission of the Downey Unified School District was called to order by Dianne Lumsdaine, Chairperson, on Wednesday, January 21, 2026, at 4:00 p.m. in the Grace E. Horney Board Room of the Gallegos Administration Center, 11627 Brookshire Avenue, Downey, California.

#151  
PLEDGE OF  
ALLEGIANCE

The Pledge of Allegiance to the Flag of the United States of America was led by Angie Rademaker.

#152  
ROLL

A quorum of the Personnel Commission was in attendance as established by roll call:

Present:           John Kennedy  
                          Dianne Lumsdaine  
                          Angie Rademaker

#153  
MINUTES OF SPECIAL  
MEETING APPROVED

A motion was made by Ms. Rademaker, seconded by Mr. Kennedy and the motion carried unanimously, to approve the minutes of the Regular Meeting of December 17, 2025.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
John Kennedy	X		
Dianne Lumsdaine	X		
Angie Rademaker	X		

#154  
CORRESPONDENCE  
RECEIVED

None

#155  
ORAL  
COMMUNICATIONS

Ms. Rademaker shared that she is extremely impressed with our students and the way they present to the Board of Education. She commended the teachers and the District for their outstanding work.

She also expressed her appreciation to Superintendent Dr. Brossmer, the Finance Department, and the HR Department, including Ms. Carbajal.

Mr. Kennedy shared that he enjoyed the District breakfast held before the break. He attended the robotics competition at Doty Middle School and noted that it was very well done. He also visited Warren High School and was amazed by the number of VAPA classes offered, including art and design, with more than 1,500 students enrolled. He appreciated his discussion with Dr. White about dual enrollment and the early college program and enjoyed seeing co-teaching classes and inclusive practices in action. He also enjoyed observing the folklórico sessions and highlighted the many opportunities available for students to get involved.

Mr. Kennedy shared that he attended the school board meeting, he was able to learn more about the dual enrollment and early college programs.

Mr. Kennedy also visited Stauffer Middle School and praised Dr. Box for an excellent presentation and thorough preparation. During his visit, he observed culinary arts, robotics, co-teaching, drama, and a presentation by the Spartan Spinners. He was especially impressed by the campus sports academy.

Lastly, he shared that while reviewing the seven consent items on the agenda, he noted that 613 applications had been submitted. Staff carefully reviewed each application, and 90 candidates were selected for interviews. He gave a shout-out to the HR staff, commending them for the significant time and dedication they invest in the application review process.

Ms. Lumsdaine wished everyone a happy, prosperous, and healthy 2026.

She congratulated all parties involved in negotiations and expressed her appreciation for the spirit of cooperation, noting that this collaborative approach is what makes Downey special.

Ms. Lumsdaine also acknowledged the attendance of Dr. Roger Brossmer, Superintendent; Dr. Robert McEntire, Associate Superintendent of Business Services; Darryl Browning, Director of Innovative Education; Dr. Rebakah Ruswick, Director of Special Education; Wesley Lee, Assistant Director of Budget and Finance; Louis Smith, Payroll Supervisor; Chis Nezzar, Chief Technology Officer; Morgen Hoel, Chief Public Relations Officer, Unit II; and Maria Carbajal, Assistant Director of Classified Human Resources, thanking them all for their attendance.

Director Lopez also wished everyone a happy New Year.

Ms. Lopez shared that she attended site visits at Warren High School and Stauffer Middle School. She thanked Dr. White and Dr. Box for their hospitality and for showcasing the many great things happening for our students. She noted that these visits are both energizing and invaluable and that she looks forward to visiting additional school sites throughout the year.

She informed the Commission that the Professional Growth Committee will be partnering with Ana Beth Fishman and Vonnie Caselogno to provide another high-quality professional development opportunity for classified employees. This year's training will focus on *Managing Expectations and Overcoming Objections*. A save-the-date flyer for April 25, 2026 has been distributed, and she is looking forward to another great session.

She also shared that, in partnership with ASCIP, the District will be providing SB 390 training for Campus Security Assistants and others interested in obtaining certification. This training will take place February 18–20, 2026.

Finally, she noted that the HR Department is preparing for a busy season through the end of the school year, including work on next year's budget, the Pin Ceremony, summer school employment, DAA scholarships, and the upcoming CSPCA conference.

Lastly, Ms. Lopez reviewed and responded to questions regarding the January Vacancy and Recruitment Status Report.

#156  
PUBLIC HEARD

None

#157  
CONSENT AGENDA

A motion was made by Ms. Rademaker, seconded by Mr. Kennedy, and the motion was carried unanimously to approve the consent agenda (shown below as Minute Action item (158-164).

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
John Kennedy	X		
Dianne Lumsdaine	X		
Angie Rademaker	X		

#158  
RATIFY CERTIFICATION OF  
CUSTODIAN ELIGIBILITY LIST

**RATIFY** certification of Custodian list established December 3, 2025.

#159  
RATIFY CERTIFICATION OF  
BUS DRIVER ELGIBILITY  
LIST

**RATIFY** certification of Bus Driver list established December 10, 2025.

#160  
RATIFY CERTIFICATION OF  
FOOD SERV. ASST.  
ELIGIBILITY LIST

**RATIFY** certification of Food Service Assistant list established December 11, 2025.

#161  
RATIFY CERTIFICATION OF  
FACE SPECIALIST.  
ELIGIBILITY LIST

**RATIFY** certification of Family and Community Engagement (FACE) Specialist list established December 12, 2025.

#162  
RATIFY CERTIFICATION OF  
FOOD SERV. WAREHOUSE  
WRK. ELIGIBILITY LIST

**RATIFY** certification of Food Service Warehouse Worker list established December 15, 2025.

#163  
RATIFY CERTIFICATION OF  
FOOD SERVICE ASST. I  
ELIGIBILITY LIST

**RATIFY** certification of Food Service Assistant I list established December 19, 2025.

#164  
RATIFY CLASSIFICATION  
OF CAMPUS SEC. ASST.  
POSITION

**RATIFY** the classification of one Campus Security Assistant position established by the Board of Education, assigned to Warren High School, effective January 14, 2026.

#165  
OLD BUSINESS

None

#166  
NEW BUSINESS

Each of the following recommendations was reviewed by Director Lopez prior to approval:

#167  
APPROVE THE CHANGES  
TO THE CAMPUS  
SECURITY ASST. CLASS  
DESCRIPTION

A motion was made by Ms. Rademaker, seconded by Mr. Kennedy and the motion carried unanimously, to **APPROVE** the changes to the class description of Campus Security Assistant, effective January 22, 2026.

<u>Roll-Call Vote</u>	<u>Ayes</u>	<u>Noes</u>	<u>Abstained</u>
John Kennedy	X		
Dianne Lumsdaine	X		
Angie Rademaker	X		

#168  
NEXT REGULAR  
MEETING

February 25, 2026, at 4:00 p.m. in the Grace E. Horney Board Room, at the Gallegos Administration Center, 11627 Brookshire Ave., Downey, CA 90241.

#169  
CLOSED SESSION

The Personnel Commission retired to closed session at 5:28 p.m. in accordance with provisions of the Government Code (Section §54957) to consider Public Employee Performance Evaluation, Title: Director, Classified Human Resources.

#170  
OPEN SESSION

The Personnel Commission returned to open session at 4:22 p.m. There being no reportable actions taken during closed session.

#171  
ADJOURNMENT

The Regular meeting of the Personnel Commission was declared adjourned at 5:55 p.m. with the consent of the members.

Personnel Commission  
DOWNEY UNIFIED SCHOOL DISTRICT

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Dianne Lumsdaine, Chair

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Ceylida Lopez, Director

**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on February 25, 2026

Eligibility List Established on December 23, 2025

<b>INTERMEDIATE CLERICAL ASSISTANT - SIGN LANGUAGE OR SPANISH</b>	<b>OPEN/PROMO RECRUITMENT</b>
<b>Date Range of Eligibility List: 12/23/2025 – 12/22/2026</b>	
<b>Recruitment Process</b>	
Applications Received and Screened:	65
Passed App. Screen & Invited to Written Exam:	45
Took Written Exam:	34
Passed Written Exam & Invited to QAI:	28
Passed QAI & Put on Eligibility List	20
<b>Number of Eligible Candidates per Rank</b>	
Rank 1:	4
Rank 2:	7
Rank 3:	6
Rank 4:	3

**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on February 25, 2026

Eligibility List Established on January 5, 2026

<b>FACILITIES CONSTRUCTION COORDINATOR</b>	<b>OPEN/PROMO RECRUITMENT</b>
<b>Date Range of Eligibility List: 01/05/2026 – 01/04/2027</b>	
<b>Recruitment Process</b>	
Applications Received and Screened:	32
Passed Application Screening & Proceeded to Evaluation of Supplemental Questionnaire:	12
Passed Evaluation of Supplemental Questionnaire & Invited to QAI:	11
Took QAI:	11
Passed QAI & Put on Eligibility List	4
<b>Number of Eligible Candidates per Rank</b>	
Rank 1:	1
Rank 2:	1
Rank 3:	2

**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on February 25, 2026

Eligibility List Established on January 5, 2026

<b>SENIOR INSTRUCTIONAL ASSISTANT - BEHAVIOR</b>		<b>OPEN/PROMO RECRUITMENT</b>
<b>Date Range of Eligibility List: 1/5/2026 – 1/4/2027</b>		
<b>Recruitment Process</b>		
Applications Received and Screened:		29
AA Req. met & invited to ESSA Exam:		16
Met ESSA Requirements & Invited to QAI:		12
Took QAI:		8
Passed QAI & Put on Eligibility List		7
<b>Number of Eligible Candidates per Rank</b>		
	Rank 1:	4
	Rank 2:	1
	Rank 3:	1
	Rank 4:	1

**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on February 25, 2026

Eligibility List Established on January 8, 2026

<b>STUDENT/SUPPORT SERVICES TECHNICIAN</b>	<b>OPEN/PROMO RECRUITMENT</b>
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**Date Range of Eligibility List: 01/08/2026 – 01/07/2027**

**Recruitment Process**

Applications Received and Screened:	124
Passed App. Screen & Invited to Written Exam:	49
Took Written Exam:	40
Passed Written Exam & Invited to QAI:	33
Passed QAI & Put on Eligibility List	24

**Number of Eligible Candidates per Rank**

Rank 1:	3
Rank 2:	7
Rank 3:	9
Rank 4:	5

**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on February 25, 2026

Eligibility List Established on January 30, 2026

<b>FOOD SERVICE ASSISTANT II</b>	<b>PROMOTIONAL</b>
<b>Date Range of Eligibility List: 1/30/2026 – 01/29/2027</b>	
<b>Recruitment Process</b>	
Applications Received and Screened:	100
Passed App. Screen & Invited to Written Exam:	5
Took Written Exam:	4
Passed Written Exam & Invited to QAI:	4
Passed QAI & Put on Eligibility List	2
<b>Number of Eligible Candidates per Rank</b>	
Rank 1:	1
Rank 2:	1

**Downey Unified School District  
PERSONNEL COMMISSION**

Submitted for Ratification on February 25, 2026

Eligibility List Established on February 9, 2026

<b>ASSISTANT DIRECTOR, FACILITIES PLANNING AND DEVELOPMENT</b>	<b>OPEN/PROMO RECRUITMENT</b>
<b>Date Range of Eligibility List: 02/09/2026 – 02/08/2027</b>	
<b>Recruitment Process</b>	
Applications Received and Screened:	35
Passed Application Screening & Proceeded to Evaluation of Training & Experience:	8
Passed Evaluation of Training & Experience & Invited to QAI:	8
Took QAI:	7
Passed QAI & Put on Eligibility List	5
<b>Number of Eligible Candidates per Rank</b>	
Rank 1:	1
Rank 2:	3
Rank 3:	1

DOWNEY UNIFIED SCHOOL DISTRICT  
Office of Classified Human Resources / Personnel Commission

DATE: February 10, 2026  
TO: Roger Brossmer, Ed.D., Superintendent  
FROM: Ceylida J. Lopez, Director, Classified Human Resources

SUBJECT: ESTABLISH FOUR NEW POSITIONS – CAMPUS SECURITY  
ASSISTANT

ACTION ITEM

We have received a request from Tom Houts, Principal of Downey High School, to establish four (4) new positions with duties corresponding to the current classification of Campus Security Assistant. The new positions are being created to provide additional security support on the campus of Downey High School in order to ensure student safety.

Therefore, it is recommended that the Board of Education be requested to approve the establishment of four (4) new positions with duties corresponding to the current classification of Campus Security Assistant assigned to the Downey High School, 40 hours per week, 10 months per year, at range 120 (\$4,029.00 - \$4,905.00 per month) on the Salary Schedule (AR 5241.1).

SUPERINTENDENT'S RECOMMENDATION:

APPROVE the establishment of four (4) new positions with duties corresponding to the classification of Campus Security Assistant assigned to the Downey High School, 40 hours per week, 10 months per year, at range 120 (\$4,029.00 - \$4,905.00 per month) on the Salary Schedule effective February 11, 2026.

DOWNEY UNIFIED SCHOOL DISTRICT  
Office of Classified Human Resources / Personnel Commission

DATE: February 10, 2026  
TO: Roger Brossmer, Ed.D., Superintendent  
FROM: Ceylida J. Lopez, Director, Classified Human Resources

SUBJECT: ESTABLISH TWO NEW POSITIONS – CAMPUS SECURITY  
ASSISTANT

ACTION ITEM

We have received a request from Dr. Cari White, Principal of Warren High School, to establish two (2) new positions with duties corresponding to the current classification of Campus Security Assistant. The new positions are being created to provide additional security support on the campus of Warren High School in order to ensure student safety.

Therefore, it is recommended that the Board of Education be requested to approve the establishment of two (2) new positions with duties corresponding to the current classification of Campus Security Assistant assigned to the Warren High School, 40 hours per week, 10 months per year, at range 120 (\$4,029.00 - \$4,905.00 per month) on the Salary Schedule (AR 5241.1).

SUPERINTENDENT'S RECOMMENDATION:

APPROVE the establishment of two (2) new positions with duties corresponding to the classification of Campus Security Assistant assigned to the Warren High School, 40 hours per week, 10 months per year, at range 120 (\$4,029.00 - \$4,905.00 per month) on the Salary Schedule effective February 11, 2026.

DOWNEY UNIFIED SCHOOL DISTRICT  
Office of Classified Human Resources / Personnel Commission

DATE: February 10, 2026  
TO: Roger Brossmer, Ed.D., Superintendent  
FROM: Ceylida J. Lopez, Director, Classified Human Resources

SUBJECT: ESTABLISH ONE NEW POSITION – EARLY LEARNING INSTRUCTOR -  
BILINGUAL AND BILITERATE

ACTION ITEM

We have received a request from Dr. Alyda Mir, Assistant Superintendent of Elementary Education, to establish a new position with duties corresponding to the current classification of Early Learning Instructor - Bilingual and Biliterate. This new position is being created to provide additional instructional support for the growth of the Early Education Program at Pace Education Center.

Therefore, it is recommended that the Board of Education be requested to approve the establishment of a new position with duties corresponding to the current classification of Early Learning Instructor - Bilingual and Biliterate assigned to the Pace Education Center, 40 hours per week, 10 months per year, at range 750 (\$4,905.00 - \$ 5,966.00 per month) on the Salary Schedule (AR 5241.1).

SUPERINTENDENT'S RECOMMENDATION:

APPROVE the establishment of a new position with duties corresponding to the classification of Early Learning Instructor - Bilingual and Biliterate assigned to Pace Education Center, 40 hours per week, 10 months per year, at range 750 (\$4,905.00 - \$ 5,966.00 per month) on the Salary Schedule effective February 11, 2026.

DOWNEY UNIFIED SCHOOL DISTRICT  
Office of Classified Human Resources / Personnel Commission

DATE: February 10, 2026  
TO: Roger Brossmer, Ed.D., Superintendent  
FROM: Ceylida J. Lopez, Director, Classified Human Resources

SUBJECT: ESTABLISH ONE NEW POSITION – INSTRUCTIONAL ASSISTANT –  
ESTHETICIAN

ACTION ITEM

We have received a request from Blanca Rochin, Principal of Downey Adult School, to establish a new position with duties corresponding to the current classification of Instructional Assistant - Esthetician. This new position is being created to provide additional instructional support for the growth of the Esthetician Program and added classes at Downey Adult School.

Therefore, it is recommended that the Board of Education be requested to approve the establishment of a new position with duties corresponding to the current classification of Instructional Assistant - Esthetician assigned to Downey Adult School, 20 hours per week, 11 months per year, at range 95 (\$20.625 - \$25.056 per hour) on the Salary Schedule (AR 5241.1).

**SUPERINTENDENT'S RECOMMENDATION:**

**APPROVE** the establishment of a new position with duties corresponding to the classification of Instructional Assistant - Esthetician assigned to Downey Adult School, 20 hours per week, 11 months per year, at range 95 (\$20.625 - \$25.056 per hour) on the Salary Schedule effective February 11, 2026.

DOWNEY UNIFIED SCHOOL DISTRICT  
Office of Classified Human Resources / Personnel Commission

DATE: February 10, 2026  
TO: Roger Brossmer, Ed.D., Superintendent  
FROM: Ceylida J. Lopez, Director, Classified Human Resources

SUBJECT: ESTABLISH ONE NEW POSITION – INTERMEDIATE CLERICAL ASSISTANT

ACTION ITEM

We have received a request from David Cid, Principal of Gallatin Elementary School, to establish a new position with duties corresponding to the current classification of Intermediate Clerical Assistant. This new position is being created to provide additional office support on the campus of Gallatin Elementary School.

Therefore, it is recommended that the Board of Education be requested to approve the establishment of a new position with duties corresponding to the current classification of Intermediate Clerical Assistant assigned to the Gallatin Elementary School, 40 hours per week, 10 months per year, at range 115 (\$3,934.00 - \$ 4,790.00 per month) on the Salary Schedule (AR 5241.1).

SUPERINTENDENT'S RECOMMENDATION:

APPROVE the establishment of a new position with duties corresponding to the classification of Intermediate Clerical Assistant assigned to the Gallatin Elementary School, 40 hours per week, 10 months per year, at range 115 (\$3,934.00 - \$ 4,790.00 per month) on the Salary Schedule effective February 11, 2026.

**DOWNEY UNIFIED SCHOOL DISTRICT**

**Office of Classified Human Resources / Personnel Commission**

**MEMORANDUM**

**DATE:** February 25, 2026  
**TO:** Personnel Commission  
**FROM:** Ceylida Lopez, Director, Classified Human Resources  
Prepared by Maria Carbajal, Supervising Personnel Analyst  
**SUBJECT: NEW CLASSIFICATION – INSTRUCTIONAL ASSISTANT - ESTHETICIAN**

**ACTION ITEM**

Blanca Rochin, Principal of Downey Adult School (DAS), has requested the creation of a new classification that is crucial to the success of the esthetician program for DAS. This position will assist in the instruction of esthetician students by presenting specialized educational materials to students enrolled in esthetician courses and reinforcing subject matter introduced by the instructor; performs clerical functions; administers and grades tests.

The duties were approved by the Board on February 10, 2026. Staff recommends that the Personnel Commission accept the duties and classify the position and salary placement of this new classification as Range 95 (\$21.040 -\$25.558 per hour) on the Classified Unit I salary schedule.

**DIRECTOR'S RECOMMENDATION**

Approve the proposed new classification of Instructional Assistant - Esthetician, as attached, and placement of the classification set at Range 95 (\$21.040 -\$25.558 per hour) on the Classified Unit I salary schedule, effective February 26, 2026.

**DOWNEY UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
CSEA UNIT I**



**CLASS TITLE: INSTRUCTIONAL ASSISTANT - ESTHETICIAN**

**BASIC FUNCTION:** Under the direction of the Esthetician Program Instructor, assists in the instruction of esthetician students by presenting specialized educational materials to students enrolled in esthetician courses and reinforcing subject matter introduced by the instructor; performs clerical functions; administers and grades tests.

**REPRESENTATIVE DUTIES:**

Assist in the preparation of instructional materials, including setting up demonstrations, equipment, and supplies related to the esthetics field. **E**

Demonstrate methods, procedures, techniques, and proper use of materials and equipment required in providing esthetic services, including client care procedures and appropriate documentation. **E**

Tutor students individually or in small groups, reinforcing or following up on instruction provided by the instructor; explain esthetics-related concepts, principles, and terminology to students. **E**

Assist students in the proper use, sanitation, and maintenance of instruments and equipment related to the esthetician program. **E**

Assist in the administration and scoring of tests and class assignments. **E**

Answer questions presented by new esthetician program students. **E**

Perform a variety of general clerical duties, including typing, filing, maintaining attendance records, tracking student progress on appropriate forms and systems, and duplicating instructional materials. **E**

Operate office equipment such as computers, copiers, and audiovisual equipment, as well as esthetics-related instructional equipment; answer telephones and take messages as necessary. **E**

Assist in the inventory, organization, and maintenance of esthetician program equipment and supplies. **E**

Perform related duties as assigned. E

**Note: At the end of some of the duty statements there is an "E" which identifies essential duties required of the classification.**

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

Fundamentals of esthetics, including skincare treatments, facial techniques, and related services.

HIPAA and OSHA regulations.

Basic anatomy and physiology related to skin care.

Medical and esthetics-related terminology.

Nomenclature, use, and maintenance of instruments and equipment utilized in the esthetics field.

Procedures related to esthetic services and other basic wellness or personal care practices. Personal hygiene and sanitation standards for equipment, materials, and work areas.

Safety rules and correct procedures related to equipment use and client care.

Record-keeping techniques related to student performance and client services.

Technical aspects of the esthetics field.

Operation of assigned instructional and office equipment.

Modern office practices, procedures, and equipment.

Correct English usage, grammar, spelling, punctuation, and vocabulary. Oral and written communication skills. Interpersonal skills using tact, diplomacy, patience, and courtesy. Needs of adult students.

### **ABILITY TO:**

Communicate specialized esthetics-related information to students with varying levels of comprehension.

Learn and apply appropriate instructional techniques.

Identify and meet the needs of adult students.

Perform routine clerical duties such as filing, duplicating, and maintaining accurate records. Print and write legibly.

Understand and follow oral and written directions.

Communicate effectively both orally and in writing.

Read and follow rules, regulations, policies, and procedures, including HIPAA and OSHA requirements.

Maintain a clean, organized, and sanitary work environment.

Establish and maintain cooperative and effective working relationships with others.

Demonstrate consistent attendance as required to fulfill job duties.

Work confidentially and exercise discretion.  
Operate instructional and office equipment.  
Demonstrate intact short-term and long-term memory.  
Demonstrate empathy, professionalism, friendliness, patience, and responsibility.  
Be motivated to produce high-quality work.  
Comprehend and follow directions. Maintain a work pace appropriate to the position.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from a California Board of Barbering and Cosmetology (BBC)–approved Esthetician program; six months of full-time experience working in a professional esthetics or skincare setting is desirable.

**LICENSES AND OTHER REQUIREMENTS:**

A valid California Esthetician license is required.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Instructional esthetics lab and classroom environment. Incumbents are required to work a flexible schedule, which may include evening hours.

**PHYSICAL ABILITIES:**

Seeing to read and review assignments and to observe and correct student techniques during classroom and lab activities; hearing and speaking to provide assistance and information related to instructional activities; dexterity of hands and fingers to perform repetitive a variety of esthetic techniques and operate esthetics and office equipment; reaching to retrieve and file records; bending, leaning at the waist; kneeling; standing and walking for extended periods of time; and the ability to lift up to 50 pounds.

**HAZARDS:**

Chemical exposure; vulnerable to minor contagious illnesses (colds, flu, etc.), in direct contact with the public, students and district staff.

Established:  
February 2026, D.U.S.D.

**DOWNEY UNIFIED SCHOOL DISTRICT**

**Office of Classified Human Resources / Personnel Commission**

**MEMORANDUM**

**DATE:** February 25, 2026

**TO:** Personnel Commission

**FROM:** Ceylida Lopez, Director, Classified Human Resources

Prepared by Maria Carbajal, Assistant Director, Classified Human Resources

**SUBJECT: RECLASSIFICATION OF FIVE POSITIONS TO SENIOR CLERICAL ASSISTANT**

**ACTION ITEM**

Staff was asked to conduct a job audit of employees Ms. Amalia Gonzalez, Ms. Maria R. Lopez, Ms. Tiffany Ann Pettus, Ms. Quintana Rose Sigler, and Mr. Alejandro Valencia Diaz, who currently serve as Intermediate Clerical Assistants (ICA) at the Adult School. Their positions were brought to the attention of Commission staff by Blanca Rochin, Principal.

In response, staff completed a comprehensive job audit that included a detailed job analysis to identify the duties and responsibilities currently being performed by the ICAs at the Adult School. The ICAs provide sole clerical support for their assigned functional areas, which include the Court Reporting Program, Financial Aid Program, Clinical Medical Assistant Program, Phlebotomy Hybrid Program, EMT Program, Dental Program, Nursing Program, and Community Education Program.

In these assignments, employees exercise independent judgment in carrying out their responsibilities and perform technical clerical functions related to their assigned programs. Their work includes compiling and analyzing information from multiple sources and preparing complex reports in compliance with District, County, State, and Federal requirements. Employees regularly communicate with internal departments and external agencies to obtain and provide information related to students' academic progress and program participation.

ICAs receive and screen phone calls and visitors to ensure students receive accurate guidance regarding enrollment, program changes, and academic requirements. They proctor examinations, provide test results to students, and create and maintain annual academic calendars. In programs involving Financial Aid, employees are required to understand and apply applicable regulations, distribute financial aid disbursements, and maintain accurate financial records.

Additionally, ICAs coordinate and communicate meetings, appointments, and course changes; provide specialized and program-specific information to prospective and current students and staff; collect payments and update student account balances; verify transcripts and attendance;

and maintain enrollment and absence documentation. Employees routinely handle sensitive student information and are required to maintain strict confidentiality.

Data for the job audit was collected to analyze the duties performed, the frequency and duration of those duties, and the competencies required to perform the work effectively. The analysis also assessed the criticality of these duties and competencies in relation to the essential functions of the position.

Based on the findings of the job audit, the duties performed align more closely with the classification of Senior Clerical Assistant, whose primary function is to perform a variety of responsible and specialized clerical work in support of an assigned District function. In contrast, the Intermediate Clerical Assistant classification is intended to perform responsible clerical duties involving typing, filing, and maintaining records or reports in support of a school or District function. The scope, complexity, and level of responsibility demonstrated by the ICAs at the Adult School exceed the intended level of the Intermediate Clerical Assistant classification.

### **DIRECTOR'S RECOMMENDATION**

Approve the proposed reclassifications of Ms. Amalia Gonzalez, Ms. Maria R. Lopez, and Mr. Alejandro Valencia Diaz, position from Intermediate Clerical Assistant to Senior Clerical Assistant effective March 1, 2026.

Ms. Tiffany Ann Pettus and Ms. Quintana Rose Sigler shall be required to successfully complete an examination to finalize the reclassification from Intermediate Clerical Assistant to Senior Clerical Assistant including effective March 1, 2026.